

Franklin County Data Center Job Posting

JOB TITLE: Security Administrator

ANNUAL SALARY: \$47,178-61,331 **Excellent Benefits Package**

SUMMARY

The Security Administrator assists in enhancing computer security in Franklin County Data Network and protecting the FCDN through executing security best practices. The Security Administrator is responsible for identifying potential security risks affecting systems in scope, analyzing the logs for risk level, and proposing adequate treatment plans. She or he is also responsible for managing and administering security tools, reporting violations of security policies, and conducting regular information security audits. Must successfully complete 180-day probationary period and pass COMPTIA Security + (or industry equivalent) certification exam.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors systems, logs and network traffic for any anomalies, attempted unauthorized access or other intrusions while maintaining latest patches and updates.
- Escalates and communicates any attempted unauthorized access or other intrusions to management immediately.
- Establishes and oversees protocols related to Franklin County security incident response and resolution
- Assigns, documents, and maintains computer login codes, passwords, and access profiles for software applications and network access.
- Performs regular risk analyses to identify system and network vulnerabilities and formulate appropriate mitigation strategies.
- Assists in Incident Response (IR) and Data Loss Prevention (DLP) in the event of a breach, intrusion or theft.
- Coordinates the systems audits, system certification and accreditation, and validation of access profiles.
- Communicates standards for the use, operations, and security of the Franklin County Data Network.
- Responds to inquiries regarding data and computer security, policies, and procedures (Security Incident and Event Management).
- Coordinates, documents, and reports on internal investigations of possible security violations.
- Performs Security Tools Administration role for one or more of the following: Patch Management, Antivirus Update, Network Scanning, Account Management, Web Filtering, and Intrusion Prevention System monitoring with the capability to learn additional tool sets as the security program evolves.
- Provides daily security operation report.
- Will be required to respond to security events during non-traditional hours.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- COMPTIA Security + (or industry equivalent)
- Must possess at least two years of information security experience
- Excellent analytical and problem-solving skills.
- Good technical knowledge of security industry practices and procedures.
- Use of software diagnostic tools to troubleshoot network-related problems.
- Must demonstrate strong discretion when handling confidential information.
- Excellent oral and written communication skills
- Strong ability to facilitate activities with internal and external stakeholders

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year College or University or equivalent from two-year college or technical school; or six months to one year related experience and/or training in the area of Computer and Network Security; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Entry level commercial Information Security certification such as GSLC or COMPTIA Security + (or industry equivalent)

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Data Center Benefits

Summary:

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp,
Retirement, Sick and Vacation Accrual, Tuition Reimbursement
No Fees EOE**